

MEETING AGENDA

**City of Huntington Beach
PERSONNEL COMMISSION
Wednesday, May 21, 2008
Civic Center, Room B-8
5:30 P.M.**

1. CALL TO ORDER

Commissioners: Gooch, Hunt, Barton, Garner, Bush, Clemens, Lipson
Legal Counsel to the Personnel Commission: Jim Murphy, Esq.
Staff Liaison: Paul Emery, Interim City Administrator
Also present: Michele Carr, Secretary to the Personnel Commission/ Director of Human Resources, and Sandy Henderson, Administrative Aide

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENTS

The Personnel Commission welcomes public comments on all items on this agenda or of community interest. We respectfully request that this public forum be utilized in a positive and/or constructive manner. Please focus your comments on the issue or problem that you would like to bring to the attention of the Personnel Commission. Negative comments directed at individuals are not acceptable.

Three (3) minutes per person. Time may not be donated to others. No action can be taken by the Personnel Commission on this date unless agendaized. This is the time to address the Personnel Commission regarding items of interest or on agenda items other than public hearings.

4. APPROVAL OF MINUTES

Meeting of April 16, 2008

5. Public Hearing

Public Hearing in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan. Reference material included:

- a. Discussion on compensation revision for the position of Electrical Leadworker, and reclassification of an incumbent in the position of Electrician to the position of Electrical Leadworker, in the Public Works Department amending the City's Classification Plan.

Recommended Action:

Approve the compensation revision for the position of Electrical Leadworker, and reclassification of an incumbent in the position of Electrician to the position of Electrical Leadworker, in the Public Works department amending the City's Classification Plan.

- b. Discussion on a revised job specification and title change for the position of Housing and Real Estate Manager in the Economic Development Department amending the City's Classification Plan.

Recommended Action:

Approve the revised job specification and title change for the position of Housing and Real Estate Manager in the Economic Development Department amending the City's Classification Plan.

6. COMMISSION GOALS FOR THE COMING YEAR

This item has been placed on the agenda at the request of the Personnel Commission Chair. Staff will provide a status update (Attachment).

- Administrative Leave Policy – Human Resources Director comments

7. LABOR RELATIONS UPDATE

- FMA Negotiations

8. SECRETARY'S REPORT

- Position Vacancy Report
- NEOGOV Data Report

9. COMMENTS FROM COMMISSIONERS

Announcements, brief report regarding Commissioner activities, ask questions for clarification, request information from Staff, direction to Staff regarding a future agenda item or for the provision of information for a future meeting.

10. INFORMATION ITEMS

Grievance Report – May 2008

11. ADJOURNMENT

Meeting adjourned to the next regularly posted meeting of June 18, 2008.

ITEM # 4

MINUTES
City of Huntington Beach
PERSONNEL COMMISSION
4/16/08

Pending approval by Personnel Commission at the meeting on 4/18/07
(These minutes are not verbatim. A taped recording of the meeting is available in the
Human Resources Division, lower level of City Hall, for one year following meeting
date.)

CALL TO ORDER

Chairperson Gooch called the Commission meeting to order at 5:30 PM.

ROLL CALL

Commissioners present: Barton, Clemens, Garner, Gooch, Hunt, Lipson and Bush
(arrived at 5:50)

Commissioners absent: None

Others Present: Michele Carr, Director of Human Resources
Sandy Henderson, Administrative Aide

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

A motion was made by Commissioner Hunt and seconded by Commissioner Barton to approve the minutes for the March 19, 2008 meeting (passed 6:1:0 Bush not present).

PUBLIC HEARING

None

COMMISSION GOALS FOR THE COMING YEAR

Discussion ensued on Administrative Leave Policy. Staff provided research from a review of minutes on past discussion of the Administrative Leave Policy. Commissioner Gooch thanked staff for the diligent and responsive reply to their request. The research indicates the draft Administrative Leave Policy did not contain all of the Commission's recommended changes and was not moved forward in final form for review by the City Administrator. Commissioner Lipson suggested a collaborative effort city wide would provide consistency among departments on policy. Commissioner Gooch indicated concern over the lack of approval necessary by the City Administrator on a leave situation. Commissioner Clemens stated that a leave without pay would be hard to defend. Ms. Carr, Director of Human Resources, stated that there are some limited situations in which a civil service employee would be suspended without pay, but they are limited both in scope and duration. Commissioners Garner and Barton suggested obtaining comments and recommendations from Human Resources before further submittal. The Commissioners determined that the draft policy has not been finalized and needs further revisions before submitting for legal review. A motion was by Commissioner Gooch and seconded by Commissioner Clemens to finalize the draft policy and present to Human Resources for review and comments before submitting for legal review from the City Attorney (passed 7:0:0 Bush present).

MINUTES
City of Huntington Beach
PERSONNEL COMMISSION
4/16/08

LABOR RELATIONS UPDATE

Ms. Carr reported the staff has begun to lay the foundation to begin negotiations with Fire Management Association FMA.

SECRETARY'S REPORT

Ms. Carr referred to the reports on Position Vacancy and NEOGOV stating she is very pleased to report all department liaisons have been trained in the electronic requisitioning process and it is now live and working very well. She reports the implementation has been very smooth.

COMMENTS FROM COMMISSIONERS

Commissioner Clemens stated the progress with NEOGOV was phenomenal and commendable. She stated Ms. Carr is doing a monumental good job as a new employee.

Commissioner Hunt inquired on the City Administrator recruitment; Ms. Carr responded the closing date was April 11.

Commissioner Lipson announced he has been elected to the Board of Trustees for the California Peace Officers' Association and will be sworn in on May 19th.

Commissioner Gooch inquired on the Request for Proposal of legal services to the Personnel Commission. Ms. Carr responded the City Attorney's office issued the RFP and she will request an update on the status from the City Attorney's office to report back.

INFORMATION ITEMS

None

ADJOURNMENT

The meeting adjourned at 6:09 PM to the next regularly scheduled meeting of May 21, 2008.

ITEM # 5



**CITY OF HUNTINGTON BEACH
INTER-DEPARTMENTAL COMMUNICATION
HUMAN RESOURCES**

TO: PERSONNEL COMMISSION
FROM: MICHELE CARR, DIRECTOR OF HUMAN RESOURCES
SUBJECT: RECLASSIFICATION OF MUNICIPAL EMPLOYEES ASSOCIATION POSITION
IN THE PUBLIC WORKS DEPARTMENT.
DATE: MAY 21, 2008

A function of the City's Human Resources Department is to determine whether positions are appropriately classified, to update classification specifications and to review and analyze salary determinations of those classifications reviewed. Upon receipt of a reclassification request from Bill Davis, California Teamsters Local 911; information regarding the position of Electrician a review was conducted. The HR staff discussed the matter with the Public Works Department Head and reviewed a variety of documents related to this matter. Based upon this review, it is recommended the incumbent in the position of Electrician be reclassified to ELECTRICAL LEADWORKER.

The City and MEA have met and conferred regarding the recommended changes to the MEA classification. The recommended classification change is a result of the meet and confer process.

CLASSIFICATION RESULTS

Position Title	Recommended Job Class	Action
Electrician	Electrical Leadworker	Reclassification
Affected Employees: Richard Thomas		Reclassification

It is recommended the employee be placed within the appropriate salary range for the Electrical Leadworker Job Class [R509 - \$4,787 - \$5,930].

At this time staff requests the Personnel Commission to approve staff's recommendations in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

Recommendation:

Approve the reclassification of the incumbent listed above.

Attachment: Job Specifications – Electrician
Electrical Leadworker
Reclassification Request
HR Reclassification Response
MEA MOU Article VII (B) 1

Cc: Bill Davis, MEA Legal Representative
Judy Demers, MEA President



CITY OF HUNTINGTON BEACH
Established Date: Dec 1, 2001
Revision Date: Nov 9, 2007

ELECTRICIAN

Class Code:
0339

SALARY RANGE

\$25.49 - \$31.58 Hourly
\$4,418.00 - \$5,474.00 Monthly
\$53,016.00 - \$65,688.00 Annually

DESCRIPTION:

DUTIES SUMMARY

Under general supervision, installs and maintains a variety of electrical systems and components in City buildings and facilities including utility systems and other aerial lights, and performs other duties as required within the scope of the classification.

DISTINGUISHING CHARACTERISTICS

The Electrician is a single position job class with responsibility for performing journey level electrical work in maintaining and installing a variety of electrical systems and components in City buildings and other City facilities. This position does not have supervisory responsibility.

EXAMPLES OF ESSENTIAL DUTIES:

Installs, designs and maintains a variety of electrical systems and components in City buildings and facilities, including generators, lighting, high voltage switchgear and lines. Installs and maintains a variety of electro-mechanical components in the City's utility system including flood control, water or sewage pumping stations. Orders replacement parts and equipment; observes standard operating procedures and safety practices at all times.

Installs, maintains and repairs aerial lights; installs, maintains and repairs or replaces photo-electric control relays for lighting circuits on 110v and 480v services; troubleshoots problems involving underground electrical wiring.

Installs new electrical services for lighting and/or load centers; provides electrical services, including the installation of 3-phase service and other applications. Provides electrical support for parks and other facilities throughout the City.

Performs record keeping and maintains files on work performed and schedule for maintenance or repair; responds to emergency calls for service on a call-out basis and works outside normal working hours as needed.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

TYPICAL QUALIFICATIONS:

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: City policies and procedures; national electrical code; machinery, pumps and motors; common tools and test equipment applicable to electrical work; occupational hazards and necessary safety precautions applicable to maintenance and repair of electrical equipment and circuitry.

Ability to: Read and interpret schematics and blueprints; install, troubleshoot, repair and operate electronic and electrical equipment and related circuitry; use a variety of test instruments and power, hydraulic or hand tools; respond quickly to critical situations, and carry out work assignments as

instructed; maintain accurate records; communicate effectively orally and in writing; establish and maintain cooperative work relationships with those contacted in the course of work.

Education: The equivalent of a high school diploma. Completion of a recognized apprenticeship or an accredited vocational program as an electrician preferred.

Experience: Five (5) years of experience as a Journey level electrician.

PHYSICAL TASK & ENVIRONMENTAL CONDITIONS:

Work involves exposure to potential physical harm, dangerous machinery, hazardous chemicals, infectious disease and performs moderate to heavy work in all types of weather. There is frequent need to stand, stoop, walk, balance, work in confined spaces, lift heavy objects (up to 100 pounds) and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

LICENSES & CERTIFICATIONS:

Possession of a valid California motor vehicle operator's license. A Commercial Driver's license, Class B may be required if assigned the operation of a boom truck.



CITY OF HUNTINGTON BEACH
Established Date: Sep 1, 1986
Revision Date: Nov 9, 2007

ELECTRICAL LEADWORKER

Class Code:
0375

SALARY RANGE

\$25.75 - \$31.90 Hourly
\$4,463.00 - \$5,529.00 Monthly
\$53,556.00 - \$66,348.00 Annually

DESCRIPTION:

DUTIES SUMMARY

This is an advanced journey level position, which performs skilled electrical work in the installation, maintenance and repair of various electrical systems. This position exerts immediate supervision over journey level and entry-level electricians and electrical repair workers.

EXAMPLES OF ESSENTIAL DUTIES:

Requires assignment and description by department head as Lead worker; assist Crew leader/Supervisor in planning and scheduling overall work projects; assigns work to employees in the crew, evaluates results; trains employees in work assignments and safe work practices; maintains records of the time and material used on projects; installs, monitors and makes repairs to a variety of electrical systems, lighting circuits, electrical control equipment, motors, clocks, power equipment, etc. ; uses a variety of electrical tools and equipment such as meters, testers, power tools, hydraulic tools, generators and other miscellaneous equipment; interprets work requirements from sketches, drawings, and blueprints; determines methods of installation and repairs.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

TYPICAL QUALIFICATIONS:

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Electrical operation, maintenance, repairs and installation equivalent to journey level electrician.

Ability to: Read, understand and analyze detailed instruction relating to electrical operations, maintenance and repair; write reports, evaluate employee performance and communicate effectively with employees, supervisors and subordinates; lead a small group of employees.

Education: Graduation from trade school or advanced course work in electrical systems.

Experience: Five (5) years electrical maintenance experience.

LICENSES & CERTIFICATIONS:

Valid California drivers license.



CALIFORNIA TEAMSTERS LOCAL 911
PUBLIC, PROFESSIONAL, & MEDICAL EMPLOYEES UNION
An Affiliate of the International Brotherhood of Teamsters
3888 Cherry Avenue • Long Beach • California • 90807
(562) 595-4518 • Fax (562) 427-7298 • teamsters911.com

Raymond B. Whitmer
Secretary-Treasurer

November 5, 2007

Michele Carr
Director of Human Resources
City of Huntington Beach
2000 Main Street
Huntington Beach, California 92648

ADMINISTRATION

NOV 08 2007

CITY SERVICES

In re: Reclassification of Rick Thomas to Crewleader

Dear Ms. Carr:

This letter constitutes a formal request for the reclassification of Rick Thomas, currently employed as an Electrician with the City of Huntington Beach, back to the position of Electrical Maintenance Crewleader; a position that he held prior to the layoffs of July 2003.

Background

Prior to July 2003, Mr. Thomas held the position of Electrical Maintenance Crewleader with the City of Huntington Beach. His duties consisted of directing 3 electrical crewmembers and several outside contractors. He had total responsibility for the three crewmembers, one heating/air conditioning contractor, two motorized door/gate contractors and one lighting maintenance contractor. Due to staffing cuts he had taken on the additional duties over the 15 years prior to the layoff demotion to Electrician.

In July 2003, the Crewleader position and two Electrician positions were eliminated from the budget. However, although demoted to the Electrician position, Mr. Thomas continued to oversee the work of outside contractors as well as accepting more responsibility for the electrical work to be completed within the City. He continues to deal directly with supervisors and above of the various other departments within the City with little or no input from anyone. Dealing with outside contractors consumes 75-80% of his working time.

In January 2006, a Facilities Maintenance Technician was hired and placed in the Electrical Department, and Mr. Thomas was given the additional responsibility of directing the Tech's day-to-day work assignments.

In June 2007, a new Electrician position was added and Mr. Thomas interviewed and hired the successful applicant.

Michele Carr
November 5, 2007
Page 2

Current Duties and Responsibilities

Mr. Thomas currently provides leadership and responsibility for contacting outside contractors; attending job walks; producing field specifications; obtaining contract proposals; reviewing approved funding sources for approved jobs; and overseeing and inspecting the work in progress.

Mr. Thomas also monitors Building Permits and Projects through their completion. He receives invoices for work performed and approves them for payment. He compiles work and/or inspection requests.

Mr. Thomas further interviews prospective employees; writes evaluations; assigns daily tasks to subordinates and inspects all work performed by those subordinates.

Conclusion

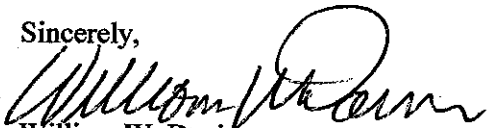
Mr. Thomas, although demoted due to layoffs in June 2003, continued to perform the duties and responsibilities of a Crewleader and even assumed additional responsibilities over and above those which he performed prior to June 2003. He continues to perform these duties to the present time.

Disposition

Mr. Thomas be reclassified back to the position of Crewleader, a position that he held as of July 2003, and further, that he receive back pay, as represented by the difference between the pay schedule for Crewleader and Electrician from July 2003 to the present.

If you have any questions, please feel free to contact me.

Sincerely,



William W. Davis
Business Representative & Legal Counsel

c: Rick Thomas

enc.



CITY OF HUNTINGTON BEACH

2000 MAIN STREET

HUMAN RESOURCES DEPARTMENT

CALIFORNIA 92648

Via E-mail and US mail

February 22, 2008

William Davis
Business Representative & Legal Counsel
California Teamsters Local 911
3888 Cherry Avenue
Long Beach, CA 90807

RE: Reclassification of Richard Thomas

Dear Mr. Davis:

Thank you for presenting this item to my office for review. You raised several issues and this reply will address each in detail, separately.

I have reviewed the documents you presented along with Mr. Thomas' personnel file and other supplemental information. Based upon the available data, I agree that Mr. Thomas should be reclassified. The details of my decision are provided herein.

Issue #1 – Crewleader Position

The position of Electrical Maintenance Crewleader does not exist within the City of Huntington Beach's classification plan. Therefore, Mr. Thomas cannot be reclassified to a non-existent position, even if he formerly held this title. This matter has been reviewed in a similar circumstance by both an independent hearing officer and the Personnel Commission. Therefore, this request is denied.

Issue #2 – Current Duties and Responsibilities

Based upon my review of the available data, Mr. Thomas appears to be performing the duties of Electrical Leadworker. This is based upon his routine and direct instruction to subordinate staff assigned to him since 2006, and his participation in the performance evaluation review process of same. The issue of interfacing with outside vendors is not relevant to this analysis as many positions within the City of Huntington Beach may or may not have occasion to interface with outside vendors and/or contractors in the regular course and scope of work.

Issue #3 – Back Pay

Based upon the general duties summary for the position of Electrical Leadworker, Mr. Thomas may only be eligible receive back pay at the point at which he is reasonably believed to have assumed the majority of the Electrical Leadworker duties. In that there were no employees to supervise until Jason Thomson was hired on 01/03/06; Mr. Thomas could not have performed the key and essential duty of an Electrical Leadworker - which is to lead and provide direction to other staff of subordinate level experience and position classification.

Therefore, I am recommending back pay from the pay period which includes 01/03/06 (the date of hire of Jason Thomson), to present. A copy of the duties summary contained in the Electrical Leadworker position description appears below.

Duties Summary:

This is an advanced journey level position, which performs skilled electrical work in the installation, maintenance and repair of various electrical systems. This position exerts immediate supervision over journey level and entry-level electricians and electrical repair workers.

Issue #4 – Layoffs

Mr. Thomas received all relevant and appropriate consideration in accordance with the City's Personnel Rules in concert with the MOU in effect at the time of his demotion in lieu of layoff. No other issues related to the matter will be addressed, including the elimination of the Electrical Maintenance Crewleader position.

Conclusion/Decision

I support Mr. Thomas to be reclassified to the position of Electrical Leadworker, effective 01/03/06, with corresponding back pay from this date forward.

If you should have any questions, please feel free to direct them to my office. Please let me know if you agree with this decision within 10 calendar days so that the appropriate documentation can be submitted to Finance/Payroll.

Sincerely,


Michele Carr

Director of Human Resources

Enclosure (1)



CITY OF HUNTINGTON BEACH
Established Date: Sep 1, 1986
Revision Date: Nov 9, 2007

ELECTRICAL LEADWORKER

Class Code:
0375

SALARY RANGE

\$25.73 - \$31.90 Hourly
\$4,460.00 - \$5,530.00 Monthly
\$53,520.00 - \$66,360.00 Annually

DESCRIPTION:

DUTIES SUMMARY

This is an advanced journey level position, which performs skilled electrical work in the installation, maintenance and repair of various electrical systems. This position exerts immediate supervision over journey level and entry-level electricians and electrical repair workers.

EXAMPLES OF ESSENTIAL DUTIES:

Requires assignment and description by department head as Lead worker; assist Crew leader/Supervisor in planning and scheduling overall work projects; assigns work to employees in the crew, evaluates results; trains employees in work assignments and safe work practices; maintains records of the time and material used on projects; installs, monitors and makes repairs to a variety of electrical systems, lighting circuits, electrical control equipment, motors, clocks, power equipment, etc. ; uses a variety of electrical tools and equipment such as meters, testers, power tools, hydraulic tools, generators and other miscellaneous equipment; interprets work requirements from sketches, drawings, and blueprints; determines methods of installation and repairs.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

TYPICAL QUALIFICATIONS:

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Electrical operation, maintenance, repairs and installation equivalent to journey level electrician.

Ability to: Read, understand and analyze detailed instruction relating to electrical operations, maintenance and repair; write reports, evaluate employee performance and communicate effectively with employees, supervisors and subordinates; lead a small group of employees.

Education: Graduation from trade school or advanced course work in electrical systems.

Experience: Five (5) years electrical maintenance experience.

LICENSES & CERTIFICATIONS:

Valid California drivers license.

B. Assignment Pay

1. Leadworker Differential

Any employee classified as "Leadworker" shall receive sixteen (16) ranges on the "Universal Salary Schedule" above the highest classification, which is assigned to the Leadworker to lead.

2. Shift Differential

a. Afternoon Shift

Employees required to work on a regular assigned shift that occurs between the hours of 4:00 PM and midnight, shall be paid a special pay equal to five percent (5%) of the employee's base hourly rate of pay (as defined in Article IX) for all work performed during said shift.

b. Night Shift

Employees required to work on a regularly assigned shift that occurs between midnight and 8:00 AM shall be paid a special pay equal to ten percent (10%) of the employee's base hourly rate (as defined in Article IX).

c. Shifts Defined

Employees will be considered as assigned to the afternoon shift (4:00 PM to midnight) or the night shift (midnight to 8:00 AM) when five (5) or more hours of their regularly assigned shifts occur in the afternoon or night shift as defined herein.

C. Special Certification/Skill Pay

1. Bilingual Skill

Employees who are required by their Department Head to use Spanish, Vietnamese, or American Sign Language skills as part of their job assignment, shall be paid an additional five-percent (5%) of their base hourly rate (as defined in Article IX) in addition to their regular bi-weekly pay. The special pay shall be effective the first full pay period following certification as verified to the Department Head in writing by the Human Resources Manager or designee. Employees may accept assignments utilizing bilingual skills in other languages on a short-term assignment with approval by the City Administrator. Such employees shall receive the additional five percent (5%) of their base hourly rate of pay (as defined in Article IX) for every bi-weekly pay period that the assignment is in effect. In order to be eligible for said compensation, employee's language proficiency will be tested and certified by the Human Resources Director or designee.

2. Shorthand Skill

Employees who have successfully passed a shorthand skill test and who are required to use shorthand regularly in their jobs shall receive additional compensation in the amount of forty-six dollars and fifteen cents (\$46.15) bi-weekly. Effective with the first full pay period following ratification of this Agreement, all employees receiving Shorthand Skill Pay shall continue to receive this special pay until they promote or transfer out of any clerical occupational series. This special pay shall end with the last full pay period of eligibility in the former position.

**EXHIBIT A - CLASS/SALARY SCHEDULE
EFFECTIVE SEPTEMBER 1, 2007**

Job Type	Description	Pay Grade	A	B	C	D	E
0299	Cultural Services Aide	475	\$23.30	\$24.58	\$25.93	\$27.36	\$28.86
0400	Custodian	422	\$17.89	\$18.87	\$19.91	\$21.01	\$22.17
0134	Deputy City Clerk	459	\$21.51	\$22.69	\$23.94	\$25.26	\$26.65
0138	Development Specialist	508	\$27.49	\$29.00	\$30.59	\$32.27	\$34.04
0456	Distribution Services Clerk	418	\$17.55	\$18.51	\$19.53	\$20.60	\$21.73
0375	Electrical Leadworker	495	\$25.75	\$27.17	\$28.66	\$30.24	\$31.90
0339	Electrician	493	\$25.49	\$26.89	\$28.37	\$29.93	\$31.58
0232	Emergency Medical Services Coordinator	578	\$38.96	\$41.10	\$43.36	\$45.75	\$48.27
0198	Emergency Services Coordinator	548	\$33.54	\$35.38	\$37.33	\$39.38	\$41.55
0175	Engineering Aide	464	\$22.06	\$23.27	\$24.55	\$25.90	\$27.32
0180	Engineering Technician	517	\$28.73	\$30.31	\$31.98	\$33.74	\$35.60
0142	Equip/Auto Maint Crewleader	518	\$28.87	\$30.46	\$32.14	\$33.91	\$35.78
0472	Equip/Auto Maint Leadworker	499	\$26.27	\$27.71	\$29.23	\$30.84	\$32.54
0382	Equipment Services Crewleader	518	\$28.87	\$30.46	\$32.14	\$33.91	\$35.78
0383	Equipment Support Assistant	449	\$20.46	\$21.59	\$22.78	\$24.03	\$25.35
0061	Executive Assistant	501	\$26.53	\$27.99	\$29.53	\$31.15	\$32.86
0143	Facilities Maintenance Crewleader	517	\$28.73	\$30.31	\$31.98	\$33.74	\$35.60
0407	Facilities Maintenance Leadworker	467	\$22.39	\$23.62	\$24.92	\$26.29	\$27.74
0391	Facilities Maintenance Technician	451	\$20.66	\$21.80	\$23.00	\$24.27	\$25.61
0398	Field Service Representative	457	\$21.30	\$22.47	\$23.71	\$25.01	\$26.39
0260	Fire Safety Program Specialist	502	\$26.65	\$28.12	\$29.67	\$31.30	\$33.02
0173	Fire Training Maintenance Technician	485	\$24.50	\$25.85	\$27.27	\$28.77	\$30.35
0204	Fire Training Media Specialist	482	\$24.13	\$25.46	\$26.86	\$28.34	\$29.90
0470	Forensic Systems Specialist	522	\$29.47	\$31.09	\$32.80	\$34.60	\$36.50
0576	GIS Analyst I	526	\$30.06	\$31.71	\$33.45	\$35.29	\$37.23
0178	GIS Analyst II	542	\$32.56	\$34.35	\$36.24	\$38.23	\$40.33
0352	Grader Equipment Operator	476	\$23.41	\$24.70	\$26.06	\$27.49	\$29.00
0187	Graphics Admin Specialist	454	\$20.99	\$22.14	\$23.36	\$24.64	\$26.00
0390	Groundsworker	417	\$17.45	\$18.41	\$19.42	\$20.49	\$21.62
0190	Haz Mat Program Specialist	524	\$29.75	\$31.39	\$33.12	\$34.94	\$36.86
0337	Helicopter Maintenance Technician	482	\$24.13	\$25.46	\$26.86	\$28.34	\$29.90
0139	Housing Development Specialist	507	\$27.34	\$28.84	\$30.43	\$32.10	\$33.87
0113	Human Services Program Supervisor	508	\$27.49	\$29.00	\$30.59	\$32.27	\$34.04
0115	Info Systems Analyst I	526	\$30.06	\$31.71	\$33.45	\$35.29	\$37.23
0505	Info Systems Analyst II	542	\$32.56	\$34.35	\$36.24	\$38.23	\$40.33
0117	Info Systems Analyst III	555	\$34.73	\$36.64	\$38.66	\$40.78	\$43.02
0118	Info Systems Analyst IV	574	\$38.18	\$40.28	\$42.50	\$44.84	\$47.31
0212	Info Systems Specialist I	455	\$21.10	\$22.26	\$23.48	\$24.77	\$26.13
0213	Info Systems Specialist II	474	\$23.18	\$24.45	\$25.80	\$27.22	\$28.72
0313	Info Systems Specialist III	503	\$26.80	\$28.27	\$29.82	\$31.46	\$33.19
0495	Info Systems Technician I	431	\$18.70	\$19.73	\$20.82	\$21.96	\$23.17
0494	Info Systems Technician II	455	\$21.10	\$22.26	\$23.48	\$24.77	\$26.13
0493	Info Systems Technician III	478	\$23.65	\$24.95	\$26.32	\$27.77	\$29.30
0492	Info Systems Technician IV	498	\$26.13	\$27.57	\$29.09	\$30.69	\$32.38
0491	Info Systems Technician Senior	512	\$28.02	\$29.56	\$31.19	\$32.91	\$34.72



Raymond B. Whitmer
Secretary-Treasurer

CALIFORNIA TEAMSTERS LOCAL 911
PUBLIC, PROFESSIONAL, & MEDICAL EMPLOYEES UNION
An Affiliate of the International Brotherhood of Teamsters
3888 Cherry Avenue • Long Beach • California • 90807
(562) 595-4518 • Fax (562) 427-7298 • teamsters911.com

VIA E-MAIL AND UNITED STATES MAIL

February 26, 2008

ADMINISTRATION

FEB 26 2008

CITY SERVICES

Michele Carr
Director of Human Resources
City of Huntington Beach
2000 Main Street
Huntington Beach, California 92648

In re: Reclassification of Rick Thomas

Dear Ms. Carr:

I have conferred with Rick Thomas regarding your proposal for his reclassification to Electrical Lead Worker.

He has agreed with your proposal including the back pay to January 3, 2006.

Please note that when computing the back pay due him, it should result in an 8% increase between his current step and pay level as an Electrician and that of an Electrical Lead Worker at the same step and higher pay level, retroactive back to January 3, 2006.

If you have any questions, please do not hesitate to contact me.

Sincerely,

William W. Davis
Business Representative & Legal Counsel

c: Rick Thomas



**CITY OF HUNTINGTON BEACH
INTER-DEPARTMENTAL COMMUNICATION
HUMAN RESOURCES**

TO: PERSONNEL COMMISSION
FROM: MICHELE CARR, DIRECTOR OF HUMAN RESOURCES
SUBJECT: RE-TITLING AND RECLASSIFICATION OF MANAGEMENT EMPLOYEES
ORGANIZATION POSITION IN THE ECONOMIC DEVELOPMENT
DEPARTMENT.
DATE: MAY 21, 2008

A function of the City's Human Resources Department is to determine whether positions are appropriately classified, to update classification specifications and to review and analyze salary determinations of those classifications reviewed. Upon receipt of a request from the Economic Development Department, (due to a position vacancy), a review was conducted regarding the position currently titled [HOUSING AND REAL ESTATE MANAGER](#). This position was previously reviewed by the commission in July 2007. With a recent vacancy in this assignment, the Economic Development Department has determined that the duties and job functions should focus solely on housing. The HR staff met with the Economic Development Department Head and the Deputy Director to receive additional input and the position class modifications recommended are based upon this review, (please note, this review does not include a recommendation to change the position compensation).

The City and MEO have met and conferred regarding the recommended changes to this MEO classification. The recommended classification changes are a result of the classification review and revisions and the meet and confer process.

CLASSIFICATION RESULTS

Position Title	Recommended Job Class	Action
Housing and Real Estate Manager	Housing Manager	Modified Class Specification

Affected Employees:
n/a

It is recommended that the salary range for the [Housing Manager](#) Job Class remain the same as the prior classification title – Housing and Real Estate Manager R610 (\$7,921 - \$9,812).

At this time staff requests the Personnel Commission to approve staff's recommendations in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

Recommendation:

Approve the new class specification and reclassification of the incumbents listed above.

Attachment: Job Specifications – Housing and Real Estate Manager
Housing Manager

Cc: Kate Hoffman, MEO President

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: HOUSING ~~AND REAL ESTATE~~ MANAGER

DATE: ~~JULY~~
~~2007~~MAY 2008

JOB CODE: 0043
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEO
FLSA STATUS: EXEMPT

DUTIES SUMMARY

To **manage, oversee, coordinate and** perform a wide range of duties regarding the planning, organizing and management of affordable housing development programs, **and to provide highly responsible and complex technical and administrative program support to the Economic Development Department.** ~~review of appraisals and negotiation duties related to the acquisition, management, lease and disposal of real property and improvements in which the City has an interest.~~

DISTINGUISHING CHARACTERISTICS

This is a division ~~head~~ **manager position with** ~~that has~~ citywide responsibility for all aspects of decisions and/or actions ~~that involve real property~~ **regarding the City's housing programs.** ~~An~~ **The** incumbent ~~will be called upon to~~ provides technical expertise to all departments ~~when some aspect of housing or real property management is involved~~ **regarding housing programs management and administration.** ~~An~~ **The** incumbent will be ~~called upon to continually update~~ **knowledgeable** regarding new policies, procedures, statutes and other ~~types of~~ information ~~so that guidance offered by the incumbent is based on the most current information~~ **related to state and federal housing programs.**

EXAMPLES OF ESSENTIAL DUTIES

Manages a variety of state and federal housing programs and activities; pPlans, organizes, and controls the functions and activities of ~~the~~ affordable housing development programs; develops and makes recommendations on goals, objectives, and policies; analyzes and applies various local, state, and federal policies, codes, and laws relating to the operations and administrations of the various programs; develops and implements new programs and changes in existing programs as required by laws, regulations, and other rules; evaluates effectiveness of affordable housing programs; prepares, **publish, presents** and maintains a variety of reports, including financial reports and records, in accordance with applicable laws and regulations; **audit program compliance and design and implement program corrections and improvements;** conducts complex studies and related research; **participate in the preparation and administration of housing program** ~~administers~~ operating budgets and cash flow; coordinates program activities with other departments, outside agencies, and community groups; **monitor and evaluate the efficiency and effectiveness of program delivery methods and activities;** monitor **compliance with housing**

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CLASS SPECIFICATION



TITLE: HOUSING ~~AND REAL ESTATE~~ MANAGER

**DATE: JULY
2007MAY 2008**

program and grant-funding requirements; evaluate work activities, projects and program performance outcomes; ~~property improvement work;~~ resolves complaints and mediates disputes; identifies funding resources and develops funding proposals; implements and coordinates financial strategies; evaluates proposals; negotiates contracts and development agreements; conducts feasibility studies; provides administrative and technical assistance to managers, City employees, the public, and other interested parties; selects, trains, supervises, and evaluates the performance of staff; **prepares applications for program funding from new and renewable sources; prepare staff reports for Council; develop program policies, procedures and guidelines; oversees and participates in housing loan processing, counseling and field inspection operations; directs and participates in the preparation of loan/grant applications and related documents;** ~~Oversees the appraisals and negotiations for the acquisition, rental and sale of land, improvements, rights-of-way and easements for municipal purposes; prepares lease terms; reviews and secures execution of formal lease documents; negotiates on behalf of the City for rental or leasing of city-owned property including, but not limited to, commercial stores, residences or grounds leases; reviews and recommends the acceptability of appraisals; obtains estimates of the cost of removing structures from rights-of-way; prepares deeds and escrow instructions;~~ explains relocation benefits to eligible persons and processes claims for relocation payment; provides information to the City Attorney in the **execution and administration of housing program activities;** ~~condemnation process; determines proper rental rates and lease terms; prepares leases and rental agreements; arranges for repair and maintenance of rented property to the extent of city obligations;~~ performs other related duties.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: State and federal housing programs; Redevelopment Agency set-aside, CDBG and HOME funded programs; knowledge of Inclusionary and density bonus programs for multi-family projects; principles and practices of public administration, **accounting and budgeting,** economics, and redevelopment; principles and practices of housing **program development and housing assistance programs** including ~~land use, regulatory planning, and zoning requirements;~~ applicable federal, state, and local laws, rules, and regulations regarding affordable housing programs;

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CLASS SPECIFICATION



TITLE: HOUSING ~~AND REAL ESTATE~~ MANAGER

**DATE: ~~JULY~~
2007MAY 2008**

operational characteristics and activities of complex housing programs; research methods and techniques; **financial and** statistical analysis methods; financial and real estate procedures and transactions; contract negotiations and contract law; general ~~building and~~ housing **program** code provisions; tax exempt structures and tax credit programs; community resources; group dynamics and community socio-economic factors; equal employment and affirmative action guidelines and policies; the use of present and emerging automated services and technologies; principles and practices of ~~sound personnel management and~~ supervision, **training and performance management;** ~~knowledge of the procedures involved in the purchase, sale, lease and condemnation of real property and the acquisition of land by eminent domain;~~ knowledge of the legal instruments used in **housing program** ~~real estate~~ transactions and California requirements for relocation assistance.

Ability to: Manage and coordinate the activities of complex housing programs; ~~a~~ **Analyze** and accurately interpret a variety of documents and materials and prepare clear, comprehensive ~~and complex~~ reports and recommendations; **prepare, analyze and** negotiate complex contracts **and agreements;** **generate and** maintain accurate records; develop, implement, and manage long range housing programs; **effectively** monitor **program development and** ~~property improvement work;~~ **interpret program guidelines, analyze problems and identify alternative solutions; implement plans, strategies and program recommendations; interpret and apply state, federal and local policies, procedures, laws and regulations;** follow instructions and directions; make public presentations; establish and maintain effective working relationships with supervisors, fellow employees, other government agencies, financial institutions, ~~and~~ developers, and the public; **communicate clearly and concisely, both orally and in writing;** effectively supervise; coordinate, direct and prioritize the work of self and others; review and evaluate job performance; plan, design, and implement staff training; instruct staff on policy matters and proper safety procedures; work both indoors and outdoors and travel **on City business** ~~to locations to inspect properties, attend meetings,~~ and meet with members of the public.

Skilled in: Use of computer equipment and related software including, but not limited to MS Word, Excel, Access, PowerPoint, Outlook; operation of various office equipment and motor vehicle.

Education: Graduation from an accredited college or university with a **Bachelor's** degree in Public Administration, Planning, **Business Administration**, Economics or a related field. **Masters degree is desirable and may be substituted for one (1) year of experience**

Experience: ~~Four (4)~~ **Three (3) to five (5)** years **of professional-level** experience in ~~affordable~~ housing **and;** community development **programs** or **closely** related field.

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CLASS SPECIFICATION



TITLE: HOUSING ~~AND REAL ESTATE~~ MANAGER

DATE: ~~JULY~~
~~2007~~MAY 2008

Supervisory experience is highly desirable. ~~, including right-of-way work appraisal of real property and negotiation for acquisition, rental and sale of real property.~~

Certification: ~~Due to the performance of field duties that may require operation of a motor vehicle, a v~~Valid California **"Class C"** Driver's License ~~and with~~ an acceptable driving record **at the time of appointment.**~~may be required.~~

Physical Tasks and Environmental Conditions:

Work involves light to moderate work in an office setting. There is some exposure to the elements and potential exposure to infectious disease or personal harm when working outdoors. There is a frequent need to sit and infrequent need to stand, walk and to lift objects up to 40 pounds.

Tasks involve the ability to exert light physical effort in sedentary to light work but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light to moderate weight (15-40 pounds). There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday. Regular use of computer monitor and keyboard required.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

*Revised: 7/24/06 iy
7/07 pa
5/08 mc*

ITEM # 6

Goals for the Personnel Commission & Staff

- Continue to recruit qualified applicants and provide timely eligibility lists to the hiring authority.
- Conduct job description reviews on a three year cycle to ensure meeting changing needs of the City.
- Develop new classes to meet changing needs of the City.
- Review and update the Personnel Rules to improve, clarify and keep current with changes in the State and Federal Laws as well as the needs of the City.
- Design and conduct a Personnel Commission Orientation during the calendar year of 2008.

ITEM # 8

Vacant Position List

For Pay Period Ending 04/18/08

RECRUITMENT STATUS REPORT

IMPORTANT

*This report highlights status of actual vacancies only. It is a **SNAPSHOT** of the last day of the reported pay period. It does **not** include reallocations of positions, the impact of acting or underfilled assignments in a higher class, nor any activity that has occurred since the end of the reported pay period.*

DEPT	JOB TITLE	QTY	STATUS
CITY ADMINISTRATOR			
	Administrative Assistant	1	Job offer made - Starts 4/21/08
	Energy Project Manager	1	Job offer declined by candidate - new oral board 5/14/08
CITY ATTORNEY			
	Deputy City Attorney I	1	On Hold per dept request
BUILDING AND SAFETY			
	Building Inspector III	2	Recruitment open at I, II & III levels for potential underfill - Continuous filing - Level II & III Eligible list certified March 08 - Level I oral board scheduled 4/22/08
	Plan Check Engineer	1	Recruitment open - continuous filing - Oral Board 5/13/08
COMMUNITY SERVICES			
	Beach Maint Operations Mgr	1	On Hold per dept request
	Human Services Program Supvr	1	On Hold per dept request
	Marine Safety Officer I	1	Oral board 5/1/108
ECONOMIC DEVELOPMENT			
	Economic Dev Project Manager	1	Recruitment opened 4/4/08 - continuous filing - oral board scheduled for 6/12/08

FINANCE

Senior Accountant	1	Dept request underfill w/Accounting Tech I - Writ test 4/26/08 - oral board 6/3/08
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FIRE

Fire Captain	1	Job offer made - Promotion effective 5/3/08
Fire Engineer	6	Eligible list certified 4/30/08
Fire Protection Analyst	1	Recruitment open - continuous filing
Firefighter Paramedic	4	Eligible list certified 4/16/08 - backgrounds in progress
Office Assistant II	1	On hold per dept request

HUMAN RESOURCES

Personnel Analyst Principal	1	Eligible list certified- 3/24/08
Safety & Loss Prevention Analyst	1	Oral Board 5/21/08

INFORMATION SERVICES

Info Systems Analyst III	1	Recruitment closes - 4/7/08
Info Systems Tech I	1	Eligible list certified

PLANNING

Administrative Secretary	1	Job offer made - starts 4/28/08
Associate Planner	1	Recruitment to open in May

POLICE

Police Service Specialist	1	Oral Board 4/29/08
Crime Scene Investigator	1	Recruitment closes 5/1/08 - w 6/14/08
Criminalist	1	Recruitment closed 3/20/08 - Oral board June 25
Communications Operator	1	Bkgds in progress
Crossing Guard Coordinator	1	Will remain vacant per dept request
Custodian	1	Job Offer made - Start 5/6/08
Detention Officer	2	Approved "overfill" positions - Eligible list 3/13/08 - two in bkgd
Police Officer	11	24 in Bkgd process - Recruit written test 4/19/08
Police Records Specialist	1	Bkgds in progress on 3 candidates

PUBLIC WORKS

City Engineer	1	Oral Board scheduled for 5/22/08
Deputy Director of Public Wrks	1	Pending Coordination with dept
General Services Manager	1	Recruitment closed 4/17/08 - Oral board scheduled for 6/5/08
Senior Civil Engineer	1	Eligible list certified 2/7/08
Senior Traffic Engineer	1	Eligible list certified 1/16/08
Survey Technician II	1	Recruitment opens 5/7/08
Traffic Signal Electrician	1	Oral Board scheduled for 5/6/08
Water Meter Reader	1	Hold - potential internal transfer

NEOGOV UPDATE MAY, 2008

Updated statistics regarding recruitments and applications as of May 14, 2008:

- Since “Go Live” on 12/12/07, the Human Resources Department has launched **71** recruitments. Of these 71 recruitments, 58 are for full-time regular positions and 13 are for temporary/part-time positions.
- Since 12/12/07, our recruitments have received a total of **80,113** hits.
- We have received **4,400** total applications since “Go Live.” Online applications totaled 4,368 (99%). Paper applications totaled 32 (1%). We continue to accept paper applications while encouraging candidates to apply online.
- We implemented the automated Salary Import report. This report is generated every 2 weeks in JDE and any changes in salary are then imported into NEOGOV. This ensures the information posted on the website is as accurate as possible at all times.